

**Safety Attribute Inspection (SAI) Data Collection Tool**  
**1.3.1 Maintenance Program (AW)**  
**Revision#:3 Revision Date:09/15/2009**

**ELEMENT SUMMARY INFORMATION**

**Scope of Element:**

**Purpose** (operator responsibility): To establish an organization and describe a program for the performance and approval of maintenance on their aircraft. The operator must be able to maintain complete responsibility regardless of who performs the work.

**Objective** (FAA oversight responsibility): To determine if the operator's Maintenance Program:

- Meets all applicable requirements of Title 14 of the Code of the Federal Regulations (14 CFR) and FAA policies,
- Incorporates the safety attributes, and
- Identifies any shortfalls in the operator's Maintenance Program process.

**Specific Instructions:**

Evaluate the following Maintenance Program elements:

- Airworthiness Responsibility
- Maintenance Manuals
- Maintenance Organization
- Accomplishment and Approval of Maintenance and Alterations

Review the operator's aircraft configuration process. The Aircraft Configuration Control Document listed in FAA Order 8900.1, Volume 10, Chapter 6, Section 3 is recommended to be used.

Verify additional maintenance programs necessary for the continued airworthiness and safety of the aircraft are adequately incorporated into the Maintenance Program, (i.e. Aging Aircraft, Electrical Wiring Interconnection Systems (EWIS), Fuel Tank Safety, and Flight Data Recorder programs. Instructions for Continued Airworthiness (ICA) of these programs must be part of the operator's program.

**SUPPLEMENTAL INFORMATION**

**Regulatory Requirements:**

D.072, Operations Specifications  
D.077, Operations Specifications  
D.078, Operations Specifications  
D.080, Operations Specifications  
D.085, Operations Specifications  
D.087, Operations Specifications  
D.091, Operations Specifications  
D.097, Operations Specifications  
D.485, Operations Specifications  
43.13, Performance rules (general)  
43.16, Airworthiness Limitations  
43.3, Persons authorized to perform maintenance, preventive maintenance, rebuilding, and alterations

43.7, Persons authorized to approve aircraft, airframes, aircraft engines, propellers, appliances, or component parts for return to service after maintenance, preventive maintenance, rebuilding, or alteration  
91.413, ATC transponder tests and inspections  
119.43, Certificate holder's duty to maintain operations specifications.  
119.65, Management personnel required for operations conducted under part 121 of this chapter.  
119.67, Management personnel: Qualifications for operations conducted under part 121 of this chapter.  
121.1105, Aging airplane inspections and records reviews.  
121.1107, Repairs assessment for pressurized fuselages  
121.1113, Flammability reduction means  
121.133, Preparation.  
121.135, Manual contents  
121.153, Aircraft requirements: General.  
121.343, Flight recorders  
121.344, Digital flight data recorders for transport category airplanes  
121.344a, Digital flight data recorders for 10-19 seat airplanes  
121.363, Responsibility for airworthiness.  
121.365, Maintenance, preventive maintenance, and alteration organization.  
121.367, Maintenance, preventive maintenance, and alterations programs.  
121.369, Manual requirements.  
121.373, Continuing analysis and surveillance.  
121.375, Maintenance and preventive maintenance training program.  
121.378, Certificate requirements.  
121.379, Authority to perform and approve maintenance, preventive maintenance, and alterations.  
121.380, Maintenance recording requirements.  
121.709, Airworthiness release or aircraft log entry.  
121 App..B, SRR 121 Appendixes  
121 App..M, SRR 121 Appendixes

**Related CFRs & FAA Policy/Guidance:**

**Related CFRs:**

Intentionally left blank

**FAA Policy/Guidance:**

FAA Order 8300.13, Repair Assessment Program  
FAA Order 8900.1, Volume 3, Chapter 18, Section 6  
FAA Order 8900.1, Volume 3, Chapter 43  
FAA Order 8900.1, Volume 4, Chapter 14, Section 8  
FAA Order 8900.1, Volume 6, Chapter 2, Section 28  
FAA Order 8900.1, Volume 6, Chapter 11, Section 14  
FAA Order 8900.1, Volume 6, Chapter 11, Section 23  
FAA Order 8900.1, Volume 10, Chapter 6, Section 3  
FAA Notice 8900.58, Integration of Aircraft Fuel Tank Maintenance and Inspection Instructions into a CAMP/Aircraft Inspection Program  
AC 20-131A, Airworthiness Approval of Traffic Alert and Collision Avoidance Systems (TCAS II) and Mode S Transponders  
AC 20-141A, Airworthiness and Operational Approval of Digital Flight Data Recorder Systems  
AC 25.571-1C, Damage Tolerance and Fatigue Evaluation of Structure  
AC 43-6B, Altitude Reporting Equipment and Transponder System Maintenance and Inspection  
AC 91-56B, Continuing Structural Integrity Program for Airplanes  
AC 120-16E, Air Carrier Maintenance Programs  
AC 120-79, Developing and Implementing a Continuing Analysis and Surveillance System  
AC 120-97, Incorporation of Fuel Tank System Instructions for Continued Airworthiness into Operator Maintenance or Inspection Programs  
AC 120-98, Operator Requirements for Incorporation of Fuel Tank Flammability Reduction Requirements  
Policy Statement PS-ANM100-1986-00055, Structural Integrity Limits in Primary Aircraft Structure  
Policy Statement PS-ANM100-1989-00048, Policy Regarding Impact of Modifications and Repairs on the Damage Tolerance Characteristics of Transport Category Airplanes  
Policy Statement PS-ANM100-1993-00047, Policy Regarding Fail-safe Features of Structures Designed to the Damage Tolerance Requirements of 25.571

## SAI SECTION 1 - PROCEDURES ATTRIBUTE

**Objective:**

The questions in this section of the SAI will help verify that the operator's documented procedures identify who, what, when, where, and how those procedures are accomplished. These procedures must allow all personnel to perform their duties and responsibilities with a high degree of safety.

14 CFR part 121.135(a)(1)

**Tasks**

	The inspector shall accomplish the following tasks:
1	Review the information in the Supplemental Information section of this SAI.
2	Review the duties and responsibilities for management and other personnel who accomplish the processes associated with this element.
3	Review the documentation of the processes associated with this element.

**Questions**

1.1	<p>Do procedures specify that the operator is responsible for the airworthiness of their aircraft and the performance of all of the maintenance on their aircraft, regardless of who does the work?</p> <p><b>Note(s):</b>  <i>The operator must determine and control when maintenance is required, what maintenance is required, accomplishing the maintenance, determining if the maintenance was done satisfactorily, and approving its aircraft for return to service.</i></p> <p><i>The operator must ensure competent personnel with adequate facilities and equipment perform maintenance in accordance with their maintenance manual.</i></p> <p><i>The operator must ensure each aircraft released to service is airworthy.</i></p> <p>Updated: Rev # 3 on 09/15/2009            SRRs: 121.363; 121.367            Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2	<p>Do procedures identify the Continuous Airworthiness Maintenance Program and limitations in D072 used to maintain the make, model, and series of aircraft under review?</p> <p>Updated: Rev # 3 on 09/15/2009            SRRs: D.072            Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3	<p>Is the maintenance manual organized to cover administrative policies and procedures?</p> <p><b>Note(s):</b>  <i>This section normally covers the organizing, directing, amending, and controlling of their Maintenance Program.</i></p> <p><i>This section will delineate functions, relationships, and lines of authority. Often</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p><i>contains organizational charts.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.135(b)(1); 121.365; 121.369(a) Kind Of Question: Flag, Supplemental, Domestic</p>	
1.4	<p>Does the manual provide instructions covering administration, management, and accomplishment of the Maintenance Program?</p> <p><b>Note(s):</b> <i>This section contains detailed instructions for the management of the various functions and interrelationships of each Maintenance Program element.</i></p> <p><i>This section includes scheduled maintenance tasks, procedural information, and detailed instructions for accomplishing maintenance tasks (or specific air carrier maintenance manual references) for accomplishing maintenance tasks.</i></p> <p><i>This section includes the process to address unscheduled maintenance.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.135(b)(17); 121.369(b) Kind Of Question: Flag, Supplemental, Domestic</p> <p><b>Related Design JTIs:</b></p> <ol style="list-style-type: none"> <li>1. Verify the maintenance manual, publications, and forms are; useable, current, correct, and required to be used by all personnel? (JTI ID: 201)</li> <li>2. Verify the maintenance manual; contain procedures to be followed when using technical manuals (incorporated by reference) for the accomplishment of maintenance? (JTI ID: 202)</li> <li>3. Verify the maintenance manual identifies which processes require FAA acceptance or approval when changes are made? (JTI ID: 203)</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5	<p>Does the manual provide technical data that describe maintenance standards, methods, techniques, and procedures?</p> <p><b>Note(s):</b> <i>This manual section contains detailed procedures for accomplishing specific tasks. These tasks identify what to do, how to do it, when to do it, and document the maintenance activity. They are often referred to as work cards.</i></p> <p><i>This manual section describes methods, techniques, technical standards, measurements, calibration standards, operational tests, structural repairs, and the like in this section.</i></p> <p><i>This manual section includes procedures for aircraft weight and balance, jacking, lifting, and shoring, storage, cold weather operations, towing, aircraft taxi, and aircraft cleaning.</i></p> <p><i>This section of the manual is based on the manufacturer's publications however, based on operator's service experience, organization, and operating context, they are expected to continuously modify and customize their maintenance manual as necessary for the continuing success of their Maintenance Program.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: D.072; 121.135(b)(17); 121.363; 121.369(b) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.6	<p>Does the manual include a chart or a description of the maintenance organization showing clear authority and responsibility, including delegated responsibility, for the overall Maintenance Program and all of its elements and functions?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 119.65; 121.133; 121.365; 121.369(a) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7	<p>Do procedures describe the qualifications of 14 CFR part 119.65 required maintenance management personnel?</p> <p><b>Note(s):</b>  <i>Required personnel must meet the requirements of 14 CFR part 119.67</i></p> <p><i>The operator is required to list the names and addresses, and to state the duties responsibilities and authority of each 14 CFR part 119.65 required management position.</i></p> <p><i>The operator must notify the certificate-holding district office within 10 days of any change in personnel required by 14 CFR part 119.65.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 119.67 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.8	<p>Do procedures specify that the Director of Maintenance (DOM), or equivalent, has overall authority and responsibility for the Maintenance Program?</p> <p><b>Note(s):</b>  <i>The DOM exercises overall authority and responsibility over the required inspection functions as well as the other maintenance, preventative maintenance, and alteration functions. Reference Advisory Circular 120-16E, Air Carrier Maintenance Program.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.365 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.9	<p>Does the manual identify the individual with direct responsibility for the required inspection functions?</p> <p><b>Note(s):</b>  <i>This is sometimes described as the "Chief Inspector" or equivalent.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.363; 121.365; 121.367 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10	<p>Does the manual outline a maintenance organization that separates the performance of the RII function(s) from the performance of the other maintenance (including inspection), preventive maintenance, and alteration functions?</p> <p><b>Note(s):</b>  <i>This organizational separation must be below the level of the individual (DOM) who has primary responsibility for the RII function, other maintenance, preventive maintenance, and alterations functions. (Reference Advisory Circular</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>120-16E, Air Carrier Maintenance Program.)</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.365(c) Kind Of Question: Flag, Supplemental, Domestic</p>	
1.11	<p>Do procedures specify a maintenance organization that effectively exercises and maintains operational control over all persons performing, supervising, managing, and amending the Maintenance Program regardless of who does the work?</p> <p><b>Note(s):</b> <i>Adequate procedures and instructions must exist for maintenance personnel concerning operational control when an aircraft is removed from service for maintenance.</i></p> <p><i>The manual should contain the instructions and information necessary to coordinate the dispatch, release or continuance of a flight when an aircraft requires maintenance due to inoperative or unserviceable equipment. The procedures should consider coordination between maintenance and flight personnel to maintain operational control of the aircraft while en-route.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.135(b)(4); 121.135(b)(5); 121.363; 121.367(b); 121.379 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.12	<p>Do procedures specify that all personnel who determine the adequacy of work shall be trained, qualified, and competent?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.363; 121.375; 121.378 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.13	<p>Do procedures define adequate facilities and equipment to perform maintenance?</p> <p><b>Note(s):</b> <i>This includes the facilities and equipment for contract maintenance providers and base and line stations?</i></p> <p><i>It is the operator's responsibility to determine their maintenance facility and equipment needs and define them in their procedures.</i></p> <p><i>Facilities must be adequate to: Properly store, dispense, identify, and handle parts and components; Maintain and protect properly calibrated tools and equipment; and Identify and provide specialized tools.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 43.13(a); 121.363(a); 121.365; 121.367(b) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.14	<p>Do procedures specify that the operator will maintain a list of persons with whom they have arranged for the performance of any work and a general description of that work?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.363; 121.369(a) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.15	<p>Do procedures specify the conditions that must be met when making arrangement with other organizations to perform essential maintenance?</p> <p><b>Note(s):</b>  <i>Operator must ensure facilities and equipment are adequate, personnel are competent, and the maintenance is done in accordance with their CAMP.</i></p> <p><i>Operator must provide Continuous Analysis and Surveillance of the organizations work, facilities and personnel.</i></p> <p>Updated: Rev # 3 on 09/15/2009  SRRs: D.077; D.078; D.091; 121.363; 121.379  Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.16	<p>Do procedures describe a method for the performance of unscheduled maintenance?</p> <p>Updated: Rev # 3 on 09/15/2009  SRRs: 121.367(a); 121.369(b)(1); 121.380  Kind Of Question: Flag, Supplemental, Domestic</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Verify comprehensive procedures to identify and evaluate damage as a result of un-foreseen events such as high-load events, hard or overweight landings, tail strikes, ground damage, lightning strikes, or an engine over-temperature. (JTI ID: 204)</li> <li>2. Verify procedures concerning high load events will identify structural damage and provides additional inspections that would reveal all structural damage (JTI ID: 205)</li> <li>3. Verify procedures concerning repair assessment involve the Original Equipment Manufacturer if necessary. (JTI ID: 206)</li> <li>4. Verify procedures identify high load inspections that might benefit from the use of flight data information. (JTI ID: 207)</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17	<p>Do procedures specify a method to perform scheduled maintenance tasks that encompass what to do, how to do it, when to do it, and a certification it was done correctly?</p> <p><b>Note(s):</b>  <i>Often referred to as work cards</i></p> <p><i>Maintenance tasks performed at prescribed intervals are considered scheduled maintenance.</i></p> <p><i>The term "Maintenance", includes inspection, overhaul, repair, preservation, and the replacement of parts.</i></p> <p>Updated: Rev # 3 on 09/15/2009  SRRs: D.072; 121.135(b)(17); 121.135(b)(18); 121.135(b)(20); 121.369(b)(1); 121.379  Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.18	<p>Do procedures address the maintenance of installed and off-wing engines for each model operated?</p> <p><b>Note(s):</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain



	<p><i>Overhaul and Repair for these items is independent from maintenance performed on the aircraft.</i></p> <p><i>The off wing program (shop operations) must cover procedures for both scheduled and unscheduled maintenance.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 43.3(f); 43.7(e); 121.367(a); 121.369(b)(1); 121.379 Kind Of Question: Flag, Supplemental, Domestic</p>	
1.19	<p>Do procedures address the maintenance of installed and off-wing propellers for each model operated?</p> <p><b>Note(s):</b> <i>Overhaul and Repair for these items is independent from maintenance performed on the aircraft.</i></p> <p><i>The off wing program (shop operations) must cover procedures for both scheduled and unscheduled maintenance.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 43.3(f); 43.7(e); 121.367(a); 121.369(b)(1); 121.379 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.20	<p>Do procedures address the maintenance of each type of emergency equipment used?</p> <p><b>Note(s):</b> <i>Overhaul and Repair for these items is independent from maintenance performed on the aircraft.</i></p> <p><i>Shop operations must cover procedures for both scheduled and unscheduled maintenance.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 43.3(f); 43.7(e); 121.367(a); 121.369(b)(1); 121.379 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.21	<p>Do procedures address the maintenance of installed and off-wing parts and appliances for model they operate?</p> <p><b>Note(s):</b> <i>Overhaul and Repair for these items is independent from maintenance performed on the aircraft.</i></p> <p><i>The off wing program (shop operations) must cover procedures for both scheduled and unscheduled maintenance.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 43.3(f); 43.7(e); 121.367(a); 121.369(b)(1); 121.379 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.22	<p>Do procedures address structural inspections for each model operated?</p> <p><b>Note(s):</b> <i>Overhaul and Repair for these items is independent from maintenance performed on the aircraft.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p><i>The off wing program (shop operations) must cover procedures for both scheduled and unscheduled maintenance.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 43.3(f); 43.7(e); 121.367(a); 121.369(b)(1); 121.379 Kind Of Question: Flag, Supplemental, Domestic</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Verify procedures address the intent of AC 91-56B Continuing Structural Integrity program? (JTI ID: 212)</li> <li>2. Verify procedures address the intent of FAA Order 8900.1, Volume 6, Chapter 11, Section 14 Conducting Records Reviews and Aging Aircraft Inspections? (JTI ID: 213)</li> <li>3. Verify procedures address the intent of FAA Order 8300.13 Repair Assessment Program? (JTI ID: 216) <i>Sources:</i> FAA Order 8300.13; AC 91-56B; PS-ANM100-1993-00047</li> <li>4. Verify procedures are within the guidelines provided by AC 25.571-1C Damage Tolerance and Fatigue Evaluation of Structure? (JTI ID: 217) <i>Sources:</i> AC 25.571-1C; AC 91-56B; PS-ANM100-1986-00055; PS-ANM100-1989-00048; PS-ANM100-1993-00047</li> </ol>	
1.23	<p>Where there are shift changes or work interruptions, do procedures ensure that other maintenance, preventive maintenance, and alterations are properly completed before the aircraft is released to service?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.369(b)(9) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.24	<p>Do procedures specify how the operator will classify and perform repairs and alterations?</p> <p><b>Note(s):</b>  <i>Major Repairs and Alterations must be done in accordance with technical data approved by the FAA.</i>  <i>Detailed major/minor classification procedures must be contained in the manual to evaluate each repair or alteration on a case-by-case base.</i>  <i>Factors for the bases of a determination are:</i></p> <ul style="list-style-type: none"> <li>• <i>The certification bases of the aircraft,</i></li> <li>• <i>Classification of the structure as primary, secondary, or a primary structural element, or</i></li> <li>• <i>Classification as a fail-safe, safe-life, or damage-tolerant structure.</i></li> </ul> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.367(a); 121.369(b)(1); 121.379(b) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.25	<p>Does the operator have procedures for issuing an approval for return to service (Airworthiness Release Form or log entry) after any maintenance is performed on the aircraft?</p> <p><b>Note(s):</b>  <i>Procedures must include the following four certifications:</i></p> <ul style="list-style-type: none"> <li>• <i>The work was performed in accordance with the requirements of your</i></li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p><i>manual.</i></p> <ul style="list-style-type: none"> <li>• <i>All items required to be inspected were inspected by an authorized person who has determined the work was satisfactorily completed.</i></li> <li>• <i>No known condition exists that would make the aircraft non-airworthy.</i></li> <li>• <i>So far as the work is concerned the aircraft is in conditions for safe operation.</i></li> </ul> <p><i>Procedures must include the retention of records in accordance with 14 CFR part 121.380 necessary to show that all requirements for the issuance of an airworthiness release are met.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.379(b); 121.380; 121.709 Kind Of Question: Flag, Supplemental, Domestic</p>	
1.26	<p>Does the operator have procedures to evaluate the configuration and airworthiness of acquired aircraft (new or used), prior to use in revenue service?</p> <p><b>Note(s):</b> <i>Use FAA Order 8900.1, Volume 10, Chapter 6, Section 3, along with the reference Federal Aviation Administration (FAA) regulatory and advisory guidance, as a guide for evaluating aircraft configuration with Title 14 of the Code of Federal Regulations (14 CFR).</i></p> <p><i>The process must ensure maintenance records show that the U.S. Standard Airworthiness Certificate is effective and the aircraft is airworthy. The certificate holder must have all the records required to show the issuance of an airworthiness release has been met before the aircraft is released to service.</i></p> <p><i>Verify the proper transitioning (bridging) of the previously accumulated times to the current operator's program.</i></p> <p><i>Ensure aircraft certificated under Aero-bulletin 7A, part 04 of the Civil Aviation Regulations (CAR), or non-transport category airplanes type certificated after December 31, 1964, conform with Special Airworthiness Requirements in 14 CFR part 121 Subpart J.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: D.072; D.085; 43.13; 121.135(b)(20); 121.153; 121.363 Kind Of Question: Flag, Supplemental, Domestic</p> <p><b>Related Design JTIs:</b></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual provides procedures to ensure aircraft configuration with their Operations Specifications and Title 14 of the Code of Federal Regulations (14 CFR). (JTI ID: 208) <i>Sources: FAA Order 8900.1, Volume 10, Chapter 6, Section 3</i></li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.27	<p>If the operator chooses to use a foreign registered aircraft (owned or leased), do configuration procedures validate the foreign certificate of airworthiness?</p> <p><b>Note(s):</b> <i>Maintenance records must show the aircraft meet the foreign certifying country's continuing requirements.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: D.080a; D.087; 121.153(c) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

1.28	<p>Do procedures verify that equipment/materials/and parts meet the requirements of 14 CFR part 43.13 and are approved for return to service or use on a certificated product?</p> <p><b>Note(s):</b>  <i>This question refers to incoming or receiving inspections.</i></p> <p><i>The operator has the following responsibilities: Showing that any/all parts and/or materials used, from any source, are airworthy (i.e., conform to type design); that such parts are equal to the original or properly altered condition; and that parts and materials have been maintained properly.</i></p> <p>Updated: Rev # 3 on 09/15/2009  SRRs: 43.13; 121.369(c); 121.380(a); 121.380(c)(1)  Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.29	<p>For aging aircraft, as identified in 14 CFR part 121.1105, do the operator's procedures include an Aging Aircraft Inspection and Records Review by the Administrator or Designee?</p> <p>Updated: Rev # 3 on 09/15/2009  SRRs: D.485; 121.1105(b)  Kind Of Question: Flag, Supplemental, Domestic</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Verify procedures address the intent of AC 91-56B Continuing Structural Integrity program? (JTI ID: 212)</li> <li>2. Verify procedures address the intent of FAA Order 8900.1, Volume 6, Chapter 11, Section 14 Conducting Records Reviews and Aging Aircraft Inspections? (JTI ID: 213)</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.30	<p>For aging aircraft listed in 14 CFR part 121.1107, does the operator's procedures incorporate FAA approved repair assessment guidelines for the fuselage pressure boundary (i.e., fuselage skin, door skin, and bulkhead webs)?</p> <p><b>Note(s):</b>  <i>Also review 14 CFR part 26 to determine if a certification basis rule is affected. Compliance with 14 CFR part 21 certification basis rules, 14 CFR part 43 maintenance rules, and 14 CFR part 91 operating rules are required to maintain airworthiness.</i></p> <p>Updated: Rev # 3 on 09/15/2009  SRRs: D.097a; 121.1107(a)  Kind Of Question: Flag, Supplemental, Domestic</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Verify procedures address the intent of AC 91-56B Continuing Structural Integrity program? (JTI ID: 212)</li> <li>2. Verify procedures address the intent of FAA Order 8300.13 Repair Assessment Program? (JTI ID: 216)  <i>Sources: FAA Order 8300.13; AC 91-56B; PS-ANM100-1993-00047</i></li> <li>3. Verify procedures are within the guidelines provided by AC 25.571-1C Damage Tolerance and Fatigue Evaluation of Structure? (JTI ID: 217)  <i>Sources: AC 25.571-1C; AC 91-56B; PS-ANM100-1986-00055; PS-ANM100-1989-00048; PS-ANM100-1993-00047</i></li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

1.31	<p>For aging aircraft, as identified in 14 CFR part 121.1109, does the operator have procedures to prepare a maintenance schedule for damage-tolerance-based inspections and procedures for addressing airplane fatigue critical structure?</p> <p><b>Note(s):</b>  <i>This is not a requirement until after December 20, 2010.</i></p> <p><i>"Fatigue Critical Structure" is airplane structure susceptible to fatigue cracking that could contribute to catastrophic failure.</i></p> <p><i>The Maintenance Program must include a means for addressing the adverse effects repairs, alterations and modifications may have on fatigue critical structure.</i></p> <p>Updated: Rev # 3 on 09/15/2009  Kind Of Question: Flag, Supplemental, Domestic</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Verify procedures are within the guidelines provided by AC 25.571-1C Damage Tolerance and Fatigue Evaluation of Structure? (JTI ID: 217)  <i>Sources: AC 25.571-1C; AC 91-56B; PS-ANM100-1986-00055; PS-ANM100-1989-00048; PS-ANM100-1993-00047</i></li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.32	<p>For aircraft identified in 14 CFR part 121.1111, does the operator's maintenance schedule incorporate FAA approved Electrical Wiring Interconnection Systems (EWIS) instructions for continued airworthiness into their Maintenance Program?</p> <p><b>Note(s):</b>  <i>This is not a requirement until March 10, 2011.</i></p> <p><i>This applies to certificate holder's of transport-category turbine-powered airplanes with a type certificate (TC) issued after January 1, 1958, that have a maximum passenger capacity of 30 or more, or a maximum payload capacity of 7,500 pounds or more.</i></p> <p>Updated: Rev # 3 on 09/15/2009  Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.33	<p>For those aircraft identified in 14 CFR part 121.1113 does the operator's maintenance schedule incorporate FAA approved Fuel Tank Safety Instructions for Continued Airworthiness?</p> <p>Updated: Rev # 3 on 09/15/2009  SRRs: 121.1113  Kind Of Question: Flag, Supplemental, Domestic</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Verify OpSpec D070 was issued in accordance with the applicable handbook guidance. OpSpec D070 is required to be issued by December 16, 2008. (JTI ID: 209)  <i>Sources: FAA Order 8900.1, Volume 3, Chapter 18, Section 6</i></li> <li>2. Determine if the certificate holder's instructions assure compliance with the Fuel Tank Safety (FTS) operational rules and the specific fuel tank system Airworthiness Directives (AD). (JTI ID: 210)  <i>Sources: FAA Order 8900.1, Volume 6, Chapter 11, Section 23</i></li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	<p>3. Ensure the certificate holder's ICA includes FAA Oversight Office-approved fuel tank system inspection tasks, intervals, methods, instructions/procedures, airworthiness limitations, and fuel tank system critical design configuration control limitations (CDCCL) which are a specific type of airworthiness limitation item (ALI). (JTI ID: 211)</p> <p>Sources: Advisory Circular 120-97, FAA Notice 8900.58</p>	
1.34	<p>For aircraft identified in 14 CFR part 121.1117, does the operator's maintenance schedule incorporate FAA approved Flammability Reduction means instructions for continued airworthiness into their Maintenance Program?</p> <p><b>Note(s):</b>  <i>This is not a requirement until September 20, 2010.</i></p> <p><i>This applies to certificate holder's of transport-category turbine-powered airplanes with a type certificate (TC) issued after January 1, 1958, that have a maximum passenger capacity of 30 or more, or a maximum payload capacity of 7,500 pounds or more.</i></p> <p>Updated: Rev # 3 on 09/15/2009  Kind Of Question: Flag, Supplemental, Domestic</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Verify procedures address the intent of FAA published guidance AC 120-98 Incorporation of Fuel Tank Flammability Reduction Requirements? (JTI ID: 218)</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.35	<p>Do inspection or other maintenance procedures incorporate or reference Instructions for Continued Airworthiness (ICAs) or FAA Approved Airworthiness Limitations (AWLs) from the manufacturer?</p> <p><b>Note(s):</b>  <i>AWL's and ICA's are usually certification basis requirements that follow the 14 CFR part 25 airworthiness standards. These limitations may be found in the manufacturer's manuals, Maintenance Planning Documents (MPD), On Aircraft Maintenance Program (OAMP), or the Maintenance Review Board Report (MRBR).</i></p> <p>Updated: Rev # 3 on 09/15/2009  SRRs: 43.16; 121.369(b)  Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.36	<p>Do procedures specify unscheduled inspections following certain high load events?</p> <p><b>Note(s):</b>  <i>Examples of flight events deemed most significant are severe turbulence encounters, extreme maneuvers, speed limitations exceeded and heavy stall buffet.</i>  <i>Examples of significant ground events include hard landings, over-weight landings, and drift landings resulting in excessive side/drag load.</i>  <i>The manual should address these objectives as follows:</i></p> <ul style="list-style-type: none"> <li>• Identify that a very high load event has or has not occurred,</li> <li>• Assure that indications of structural damage are found in an initial inspection,</li> <li>• Involve the Original Equipment Manufacturer, and</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<ul style="list-style-type: none"> <li>• <i>Provide a process for additional inspections that would identify all of the structural damage.</i></li> </ul> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	
1.37	<p>Do procedures for Flight Data Recorder (FDR) Systems address the intent of AC 20-141A, Airworthiness and Operational Approval of Digital Flight Data Recorder Systems, and FAA Order 8900.1, Volume 4, Chapter 14, Section 8, Monitor Flight Data Recorders?</p> <p><b>Note(s):</b> <i>Verify the operator maintains a conversion document to convert recorded values to corresponding engineering units or discrete states. Verify there is an established correlation between the values recorded by the flight data recorder and the corresponding values being measured.</i></p> <p><i>Verify operator's program includes scheduled checks and FDR data review that ensures recorded data is within the required range, accuracy, and recording intervals.</i></p> <p><i>Verify the operator's program retains a minimum of 25 hours of aircraft operating data.</i></p> <p><i>Verify the operator's program requires the retention of FDR data and the recording media for 60 days (or longer at the request of the Board or the Administrator) in the event of an accident.</i></p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 121.343; 121.344; 121.344a; 121.367; 121 App..B; 121 App..M Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.38	<p>Do procedures ensure that following any installation or maintenance on an ATC transponder, where data correspondence error could be introduced, the integrated system is tested, inspected, and found to comply with 14 CFR part 91.413(b)?</p> <p>Updated: Rev # 3 on 09/15/2009 SRRs: 91.413 Kind Of Question: Flag, Supplemental, Domestic</p> <p><b>Related Design JTIs:</b></p> <ol style="list-style-type: none"> <li>1. Verify procedures address the intent of 43-6B Altitude Reporting Equipment and Transponder System Maintenance and Inspection practices. (JTI ID: 219)</li> <li>2. Verify continued airworthiness procedures are incorporated to maintain the TCAS II and Mode S Transponder within the guidelines provided by AC 20-131B? (JTI ID: 220)</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.39	<p>Do procedures address the intent of the guidance contained in FAA Order 8900.1, Volume 3, Chapter 43?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.40	<p>Do procedures address the intent of the guidance contained in FAA Advisory</p>	<input type="checkbox"/> Yes

	Circular 120-16E?  <b>Note(s):</b> <i>This design assessment focuses on maintenance elements described in chapters 2, 3, 4 and 5 of AC 120-16E.</i>  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.41	Does the manual include a requirement to comply with the Operations Specification related to this element including clearly identified excerpts, references, mandatory compliance requirements, or other information that will keep employees informed of the impact on their duties and responsibilities?  Updated: Rev # 3 on 09/15/2009 SRRs: D.072; 119.43(b); 119.43(c); 121.135(a)(4) Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.42	Does the manual contain policies and procedures that include the duties and responsibilities for personnel involved with this element?  <b>Note(s):</b> <i>This includes personnel, in addition to those required by 14 CFR part 119, who have authority and responsibility for processes covered by this element.</i>  Updated: Rev # 3 on 09/15/2009 SRRs: 121.135(b)(2) Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.43	Does the manual refer to the appropriate sections of 14 CFR, and are the procedures consistent with the appropriate 14 CFR references or Operating Certificate concerning this element?  <b>Note(s):</b> <i>Procedures for Flag and Supplemental operations must be consistent with applicable foreign regulations as well.</i>  Updated: Rev # 3 on 09/15/2009 SRRs: 121.135(a)(4); 121.135(b)(3) Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.44	Does the manual contain general policies that require compliance with the SRRs?  Updated: Rev # 3 on 09/15/2009 SRRs: 121.135(b)(1) Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

### SAI SECTION 1 - PROCEDURES ATTRIBUTE

#### Drop-Down Menu

1. No policy, procedures, instructions, or information specified.
2. Procedures or instructions and information do not identify who, what, when, where, how.
3. Policy, procedures, or instructions and information do not comply with CFR.
4. Policy, procedures, or instructions and information do not comply with FAA policy and guidance.
5. Policy, procedures, or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen Charts, etc.).



6.	Policy, procedures, or instructions and information unclear or incomplete.
7.	Documentation quality (e.g., unreadable or illegible).
8.	Policy, procedures, or instructions and information inconsistent across certificate holder manuals (FOM - Flight Operations Manual to GMM - General Maintenance Manual, etc.).
9.	Policy, procedures, or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
11.	Other.

SAI SECTION 2 - CONTROLS ATTRIBUTE	
<b>Objective:</b> The questions in this section of the SAI will help determine if controls (i.e. checks and restraints) are designed into the processes associated with this element to ensure policies and procedures are followed to achieve desired results.	
<b>Tasks</b> The inspector shall accomplish the following tasks:	
1	Review the policies, procedures, instructions, and information to understand the controls associated with this element.

Questions		
2.1	Are controls in place to ensure that procedures accurately describe the duties, responsibilities, and authority of personnel who accomplish and manage the maintenance process?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.2	Are controls in place to ensure that, regardless of who accomplishes a maintenance activity, the procedures and instructions in the CAMP manual are adequate to ensure the continued airworthiness of the aircraft or parts thereof?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.3	Are controls in place to ensure that, regardless of where the aircraft is located or who is performing the maintenance, the operator's organization will maintain control over the maintenance being performed?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.4	Are controls in place to ensure that scheduled maintenance is recorded in accordance with the operator's procedures?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.5	Are controls in place to ensure that unscheduled maintenance is recorded in accordance with the operator's procedures?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.6	Are controls in place to ensure that maintenance, preventive maintenance, and alterations of airframes and parts thereof are conducted in accordance with the operator's procedures?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

2.7	<p>Are controls in place to ensure that maintenance, preventive maintenance, and alterations of aircraft engines and parts thereof, are conducted in accordance with the operator's procedures?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.8	<p>Are controls in place to ensure that maintenance, preventive maintenance, and alterations of propellers and parts thereof, are conducted in accordance with the operator's procedures?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.9	<p>Are controls in place to ensure that maintenance, preventive maintenance, and alterations of appliances and parts thereof, are conducted in accordance with the operator's procedures?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.10	<p>Are controls in place to ensure that maintenance, preventive maintenance, and alterations of emergency equipment and parts thereof, are conducted in accordance with the operator's procedures?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.11	<p>Are controls in place to ensure that the classification of repairs and alterations as either major or minor is accurately determined?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.12	<p>Are controls in place to ensure that the operator's shift change procedures are effective in relaying the status of work in progress to the oncoming shift?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.13	<p>Are controls in place to ensure that personnel who perform maintenance are trained, qualified, authorized and listed to do so?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.14	<p>Are controls in place to ensure that personnel who determine the adequacy of maintenance are trained, qualified, authorized and listed to do so?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.15	<p>Are controls in place to ensure that maintenance performed by other persons is done in accordance with the conditions described by the operator?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

2.16	Are controls in place to ensure that aircraft are appropriately returned to service after maintenance is performed?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.17	Are controls in place to ensure that facilities and equipment are adequate for the type of maintenance being performed?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.18	Are controls in place to ensure that the procedures for determination of airworthiness are followed prior to return to revenue service?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.19	Are controls in place to ensure that the operator uses approved parts?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.20	Are controls in place to ensure that the operator's procedures for aircraft cleaning are followed (e.g. cleaning of seat cushion covers, carpet, etc. - including materials used for cleaning and flame-proofing materials after dry cleaning)?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.21	Are controls in place to ensure that aircraft that have passed the date specified in 14 CFR part 121.1105, may not operate until the Administrator has completed the aging airplane inspection and records review.  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.22	Are controls in place to ensure that the operator follows the FAA ACO approved repair assessment guidelines for the aircraft identified in Table 1 of its operation specifications D097?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.23	Are controls in place to ensure that, for those aircraft identified in 14 CFR part 121.1109, the operator performs damage-tolerance-based inspections of fatigue critical surfaces?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.24	Are controls in place to ensure that, for those aircraft identified in 14 CFR part 121.1111, FAA approved Electrical Wiring Interconnection Systems (EWIS) instructions for continued airworthiness (ICA) will be accomplished?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

2.25	<p>Are controls in place to ensure that, for those aircraft identified in 14 CFR part 121.1113, FAA approved Fuel Tank Safety ICA will be accomplished?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.26	<p>Are controls in place to ensure that, for those aircraft identified in 14 CFR part 121.1117, FAA approved Flammability Reduction means ICA will be accomplished?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.27	<p>Are controls in place to ensure that the operator's procedures are followed when conducting inspections after abnormal occurrences?</p> <p><b>Note(s):</b>  <i>Examples of abnormal occurrences include; hard landings, over-weight landings, and drift landings resulting in excessive side/drag load; lightning strikes; severe turbulence; high brake energy stops; extreme maneuvers; speed limitations exceeded; and heavy stall buffet etc.</i></p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.28	<p>Are controls in place to ensure that the operator follows the Flight Data Recorder (FDR) Maintenance Program?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.29	<p>Are controls in place to ensure that after installation or maintenance of an ATC transponder, the operator tested and inspected the integrated system to verify compliance with 14 CFR part 91.413(b)?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.30	<p>Are controls in place to ensure that test flights were accomplished in accordance with the Maintenance Program?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.31	<p>Are controls in place to ensure that, regardless of where the aircraft is located or who is performing the maintenance, the operator demonstrates adequate oversight to ensure their aircraft are airworthy, and maintenance is accomplished in accordance with the manual?</p> <p>Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.32	<p>Are controls in place to ensure that the operator's maintenance organization appropriately exercises authority and responsibility for the overall Maintenance Program and all of its elements and functions, including any delegated responsibility?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	
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SAI SECTION 2 - CONTROLS ATTRIBUTE Drop-Down Menu	
1.	No controls specified.
2.	Documentation for the controls do not identify who, what, when, where, how.
3.	Controls incomplete.
4.	Controls could be circumvented.
5.	Controls could be unenforceable.
6.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
7.	Other.

### SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE

**Objective:**

Process measurements ensure the operator uses an internal evaluation function to detect, identify, and eliminate or control hazards and the associated risk. For airworthiness elements this is a required function of operator's Continuing Analysis and Surveillance System (CASS), required by 14 CFR part 121.373. The director of safety and the quality assurance department often work together to accomplish this function for the operator. Negative findings could require amendments to the safety/internal evaluation program or CASS audit forms or checklists.

**Tasks**

	The inspector shall accomplish the following tasks:
1	Review the control questions in Section 2 of this SAI.
2	Review the operator's policies, procedures, instructions, and information to gain an understanding of the process measurements accomplished for this element

**Questions**

3.1	<p>Are there process measurements that evaluate whether the operator's policies, procedures, and controls are achieving the desired results?</p> <p><b>Note(s):</b>  <i>Inspectors should refer to the controls in section 2 of this SAI for possible process measurements for this element.</i></p> <p><i>Persons engaged in this process should have a method for identifying undesired results.</i></p> <p>Updated: Rev # 3 on 09/15/2009  SRRs: 121.373  Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2	<p>Do the operator's process measurements assess the performance of the processes associated with this element?</p> <p><b>Note(s):</b>  <i>Verify audits exist to measure this elements performance.</i></p> <p><i>Verify audits are scheduled for this element.</i></p> <p><i>Verify audits ensure everyone, including all outsource providers; comply with the operator's program, manual and all applicable regulations and statutes.</i></p> <p>Updated: Rev # 3 on 09/15/2009  SRRs: 121.373  Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3	<p>Does the operator's program require the documentation of process measurement results?</p> <p>Updated: Rev # 3 on 09/15/2009  Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

3.4	Does the operator's program describe how the process measurement results are used to improve the ability to achieve the desired results?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.5	Does the organization that conducts the process measurements have direct access to the person with responsibility for this element?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE Drop-Down Menu	
1.	No process measurements specified.
2.	Documentation for the process measurements does not identify (who, what, when, where, how).
3.	Inability to identify negative findings.
4.	No provisions for implementing corrective actions.
5.	Ineffective follow-up to determine effectiveness of corrective actions.
6.	Resources requirements (personnel, facilities, equipment, technical data).
7.	Other.



<b>SAI SECTION 4 - INTERFACES ATTRIBUTE</b>
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**Objective:**

Data collected in this section helps determine if the operator manages the interfaces (i.e. interactions) associated with this element. Interfaces occur in a procedure where the responsibility for accomplishing work is transferred from one person, work group, or organization to another. Procedures must be detailed enough to ensure the smooth transfer of work and information.

<b>Tasks</b>
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	The inspector shall accomplish the following task:
1	Review interfaces associated with the processes for this element.

<b>Questions</b>
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4.1	Where interfaces exist in this element, are the procedures written in enough detail to preclude a breakdown or discontinuity in the activity?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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<b>SAI SECTION 4 - INTERFACES ATTRIBUTE</b>
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<b>Drop-Down Menu</b>
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1.	No interfaces specified.
2.	The following interfaces not identified within the certificate holder's manual system:
3.	Interfaces listed are inaccurate.
4.	Specific location of interfaces not identified within the manual system.
5.	Other

SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE	
<b>Objective:</b> Data from questions in this section will help the determine if there is an identifiable, qualified (when required by CFR), and knowledgeable person who is: <ul style="list-style-type: none"> <li>• Responsible for the process,</li> <li>• Answerable for the quality of the process, and</li> <li>• Has the authority to establish and modify the process.</li> </ul>	
<b>Tasks</b>	
	The inspector shall accomplish the following tasks:
1	Identify the person(s) who has overall responsibility for this element.
2	Identify the person(s) who has the authority to revise the procedures associated with this element.
3	Review the duties and responsibilities of the above person(s).
4	Review the appropriate organizational chart.

Questions		
5.1	Is an individual(s) identified who is responsible for the quality of the procedures associated with this element?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.2	Is an individual(s) identified who has the authority to establish and modify the policies, procedures, instructions, and information associated with this element?  Updated: Rev # 3 on 09/15/2009 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.3	Are duties and responsibilities documented for those who manage the procedures associated with this element?  Updated: Rev # 3 on 09/15/2009 SRRs: 121.135(b)(2) Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.4	Does the operator document the procedures for delegation of authority for this element?  Updated: Rev # 3 on 09/15/2009 SRRs: 121.135(a)(1) Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE Drop-Down Menu	
1.	Not documented.

2.	Documentation unclear.
3.	Documentation incomplete.
4.	Other.